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OFFICE SOFTWARE SPECIALIST, LEVEL II CERTIFICATE OF PROFICIENCY



The following Certificates of Proficiency are designed for the student who needs to be prepared to enter an entry-level job. A departmentissued certificate may be awarded upon successful completion of a prescribed course of study. These certificates will not appear on a student's transcript.

This Certificate of Proficiency is designed for the student who is interested in working in an administrative support capacity and needs thorough knowledge of word processing, electronic spreadsheet, database, and presentation software as well as software integration techniques. Students who complete this proficiency certificate may continue taking courses and earn the Executive Assistant Certificate of Proficiency.

Note: All courses must be completed with a letter grade of "C" or higher or "Pass."

Code	Title	Units
BOT-100	Basic Keyboarding	1
BOT-118	Integrated Office Projects	1-3
or BOT-132	Google Applications for Business	
BOT-120	Comprehensive Word, Level I	1
or BOT-114	Essential Word	
BOT-121	Comprehensive Word, Level II	1
BOT-122	Comprehensive Word, Level III	1
BOT-123	Comprehensive Excel, Level I	1
or BOT-115	Essential Excel	
BOT-124	Comprehensive Excel, Level II	1
BOT-125	Comprehensive Excel, Level III	1
BOT-126	Comprehensive Access, Level I	1
or BOT-116	Essential Access	
BOT-127	Comprehensive Access, Level II	1
BOT-129	Comprehensive PowerPoint, Level I	1
or BOT-117	Essential PowerPoint	
BOT-130	Comprehensive PowerPoint, Level II	1
Total Units		12-14